

Host duties for General Workshop

Items to bring to Workshop:

- 125 large plates (for main dish table)
- 120 small plates (for dessert table)
- 125 forks for main dish table
- 125 knives
- 120 forks for dessert table
- 125 8oz cups for hot drinks
- 250 napkins (can be 125 small for dessert table and 125 larger for main dish table)
- Coffee, ground (2 ½ to 2 ¾ cups are needed for the large percolator)
- Tee bags (box of 40?)
- Sugar & Creamer
- Small spoons or straws for stirring
- Roll of Aluminum foil
- Roll of plastic wrap
- Roll of paper towels
- 2 large tablecloths for the main dish table
- 1 round tablecloth or a smaller tablecloth for the round dessert table

Remind members of your workshop to sign up and bring refreshments and send e-mail to those who are not members of a workshop, whose last names start with the letters that are suggested to help your workshop with refreshments. Ask if they are coming to the workshop and if they can bring refreshments.

Day of workshop:

Be at workshop at 9:00AM to set up the percolator for coffee (about 2 ½ to 2 ¾ cups ground coffee are needed, then fill percolator to 55 cup line with cold water). (We used the kettles of cold water to fill the large percolator, since it is very heavy with the water already in it) and then fill the smaller percolator with water to heat for tea. It was suggested to heat water for small percolator in the kettles in the kitchen, and transfer the hot water to small percolator. (I personally prefer to just add the cold water to avoid injury handling boiling water.) Both were ready by 10:00 AM when members arrived. Put cups, creamer, sugar, tea bags and small spoons/stirrers on the counter where the coffee and hot water are.

Put tablecloth on tables.

Put plates, larger napkins, forks and knives on both ends of table for main dishes.

Put small plates and small napkins on dessert table.

Before the demonstration starts, ask President to announce that members should let the demonstrator(s) go first to get refreshments, while members look at the arrangements and take pictures. Then have members go on either side of table, so that the lines will not be too long.

After lunch the workshops that will be host(s) next time need to take all supplies home.

The tablecloths need to be washed and the supplies need to be refurbished.

The bill needs to be presented to treasurer for reimbursement.